



SENIOR TRANSPORTATION SURVEYOR
(CALTRANS)
DEPARTMENTAL PROMOTIONAL
FINAL FILING DATE: JUNE 15, 2006

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

WHO MAY APPLY	COMPETITION LIMITED TO STATE EMPLOYEES: Applicants must have a permanent civil service appointment with the Department of Transportation by the final filing date.				
HOW TO APPLY	<p>Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL <u>NOT</u> BE ACCEPTED. Applications postmarked AFTER THE FINAL FILING DATE and personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL <u>NOT</u> BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION.</p> <table><tr><td>FILE BY MAIL:</td><td>Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036</td><td>FILE IN PERSON:</td><td>Department of Transportation 1727 30th Street, 1st Floor Sacramento, CA 95816 (916) 227-1836</td></tr></table> <p>SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO <u>NOT</u> SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet.</p>	FILE BY MAIL:	Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036	FILE IN PERSON:	Department of Transportation 1727 30 th Street, 1 st Floor Sacramento, CA 95816 (916) 227-1836
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REASONABLE ACCOMMODATION	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 498-7857.				
SALARY RANGE	\$5752 – \$6990				
WRITTEN TEST DATE	The written test is scheduled for August 26, 2006.				
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.				
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the written test date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.</p> <p>NOTE: All applications/resumes must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.</p> <p>NOTE: Applicants must attach proof of “possession of a valid California Land Surveyors’ License” to their application. Proof must include information on license type, license number, license status and expiration date. A printout containing this information can be obtained from the Department of Consumer Affairs’ website: http://www.dca.ca.gov/pels/l_lookup.htm.</p>				
MINIMUM QUALIFICATIONS	<p>Possession of a valid California Land Surveyors' License. (A Certificate of Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors prior to January 1, 1982 satisfies this requirement.) and</p> <p>Either I</p> <p>One year of experience in the California state service performing the duties of a Chief of Land Surveys.</p> <p>Or II</p> <p>One year of experience in the California state service performing the duties of a Transportation Surveyor Party Chief (Caltrans).</p> <p>Or III</p> <p>One year of experience in the California state service performing the duties of a Land Surveyor Supervisor.</p> <p>Or IV</p> <p>Two years of experience in the California state service performing the duties comparable to those of an associate level surveyor or Transportation Surveyor (Caltrans), Range D.</p> <p>Or V</p> <p>Broad and extensive (more than five years) transportation surveying experience, two years of which are equivalent in responsibility to that of a Transportation Surveyor (Caltrans), Range D, in the California</p>				

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

	state service.
POSITION DESCRIPTION	Senior Transportation Surveyors (Caltrans) serve in Surveying, Right of Way Engineering, and Photogrammetry capacities under general direction (1) as a first line supervisor, to have charge of varied and difficult transportation surveying work in the office involving the supervision of surveyors and others engaged in transportation surveying activities; or (2) as a first and/or second line supervisor, to have charge of several survey field crews or office surveyor teams engaged in all phases of transportation surveying activities; or (3) in a specialist capacity, to perform other difficult and complex surveying work relating to transportation projects, research studies, and development of transportation surveying policies and procedures; or (4) to provide technical oversight of consultants or local agency staff performing surveying work related to the development of State transportation projects; and does other related work.
EXAMINATION INFORMATION	<p>This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.</p> <p>WRITTEN TEST – WEIGHTED 100%</p> <p>Scope:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. All phases of surveying performed by the Department.2. Principles and techniques of personnel management and supervision.3. Departmental plans, standards, policies, and procedures for planning, design, right of way, and construction as they relate to surveys.4. Methods, equipment, and materials used in surveying and mapping of State facilities.5. Principles of effective communication.6. A manager’s/supervisor’s responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.7. Safe surveying practices.8. Photogrammetric mapping procedures.9. Principles and practices of boundary determination, land title research, and surveying.10. Legal descriptions of real property.11. The Land Surveyors’ Act.12. The Subdivision Map Act. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Plan and direct the work of staff assigned to a variety of surveying-related projects in surveys or right of way engineering.2. Prepare clear and comprehensive reports and technical correspondence.3. Communicate effectively.4. Review the work of others for compliance with legal requirements, policies, and specifications.5. Analyze situations accurately and take effective action.6. Effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.7. Interpret legal descriptions of real property.8. Establish and maintain friendly, business-like relations with those contacted in the course of the work.
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department of Transportation. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
CAREER CREDITS	Career credits are not granted in promotional examinations.
VETERANS PREFERENCE POINTS	Veterans preference points are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Caltrans Office of Examination Services in Sacramento, three business days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate’s responsibility to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-1836, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 / Calnet 498-7858 or TTY (916) 227-7857 / Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.